**Mean, Median, Mode, and Range Using Excel**

1) Create a title and heading (name, date, per) in the header.

* View drop down menu, select header and footer.
* Click on customize header.
* Type title in the center section.
* Type heading in the right section.
* Format text.

2) Insert question #1 data into column B. Use row 1 for the question #.

3) Select the cells that contain data.

* Data drop down menu, select sort.
* Sort by values smallest to largest (ascending).

4) In column A, rows 28-31, type the following:

* Row 28- mean
* Row 29- median
* Row 30- mode
* Row 31- range

5) Select the cell for column B, row 28.

* Insert drop down menu, select function.
* Select Average.
* Make sure the data you want to find the average (mean) of is selected, and hit enter.
* We want to round to two decimal places so from the format drop down menu, select cell.
* Find number, and change decimal places to 2.

6) In column B, rows 29-31 enter the median, mode, and range.

* You can find these by hand.
* If you would like to use excel for the range, select the cell you are entering the range into. Then do the following (=, select your greatest #, -, your smallest #), enter.

7) Repeat these steps in the appropriate columns for questions 2-5.

8) Save to the server. Print.